



## State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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Greetings to the Fire Service of Wisconsin!

April 2005

We are pleased to provide you with information about the next funding cycle for **Forest Fire Protection (FFP) grants** to Wisconsin fire departments and county/area fire associations. Grant funding is intended to expand the use of local fire departments to augment and strengthen the Department's overall initial attack fire suppression capabilities on forest fires. DNR's efforts in wildland fire suppression and prevention are incomplete without the assistance and support of local fire organizations.

The FFP program is a **50/50 cost share grant program**. This means that the grantee must use its own resources to fund the entire cost of the project and, upon project completion, request reimbursement for 50 percent of the total eligible project costs up to the amount of the grant award. The information that follows will more fully explain the FFP program and offer assistance in completing the application. The earlier you submit the application the more time we will have to review it and work with you on any deficiencies. This early review could be very important to the success of your application because a high level of competition exists for available funds.

We encourage you take advantage of this opportunity to apply for funds in order to improve and maintain your capabilities in wildland fire suppression.

***Your partners at the Department of Natural Resources  
Division of Forestry & the Bureau of Community Financial Assistance***

### **What is the application deadline?**

The deadline date (postmark date) for a grant application is **July 1**. A late application and/or incomplete application will not be accepted and will be returned to the applicant.

### **What's new this grant cycle?**

- ♦ **A revised application form -- Form 4300-119 (R 4/05).** The revised application form now serves two purposes -- it is being used for both the FFP grant program as well as the Volunteer Fire Assistance (VFA) grant program. County/area fire associations will also be receiving this same application form (different color) & information should they wish to apply for funds under the VFA grant program.
- ♦ An up-to-date listing of FFP project category **eligible and ineligible items**.

### **How much money is available from the FFP grant program?**

The FFP grant program continues to be funded with both state forestry mill tax and federal fire assistance funds. The total anticipated annual allotment for the FFP Program this cycle is **\$775,000**.

### **Is my Fire Department or County/Area Fire Association eligible to apply?**

**Eligible fire departments** are those that have an executed forest fire suppression agreement with the Department of Natural Resources (DNR).

**Eligible county fire associations** are those with a majority of the fire department members serving organized forest fire control areas designated by the Department.

### **What are the grant limits?**

The FFP grant program grant **maximums & minimums** differ depending on the applicant.

#### **Fire Dept applicants:**

Max: \$10,000 (total eligible project costs of \$20,000 or more)

Min: \$ 750 (total eligible project costs of \$ 1,500 or more)

**County/Area Fire Association applicants:**

Max: \$25,000 (total eligible project costs of \$50,000 or more)

Min: \$ 5,000 (total eligible project costs of \$10,000 or more)

**What can my Fire Department or County/Area Fire Association buy?**

The FFP program provides grant funding for purchases in the following categories (listed in priority order):

- Personal Protective Equipment
- Forest Fire Training
- Forest Fire Prevention
- Forest Fire Suppression Tools, Equipment, Supplies and Materials
- Dry Hydrants (water points)
- Communication Equipment
- Rural Fire Mapping
- Initial Attack Vehicles, all terrain vehicles (ATVs) (*limited to individual fire department applicants only*)

✧ **Caution** ✧: Prior purchases are **not** eligible for grant funds

**What types of projects are eligible for funding?**

An up-to-date listing of FFP project category **eligible and ineligible items** is included for your reference. The chart gives an idea of items that are and are not eligible for reimbursement, although the list is by no means all-inclusive. This information will serve as a guide in assessing possible projects that your organization may want to pursue. Any eligibility questions should be directed to a grant program manager or your local DNR Forester/Ranger.

**What is the timetable for this grant program?**

July 1	Applications due
August-September	Applications reviewed & ranked
September-October	Final funding decisions made; Awards announced
<b>April 15, 2006</b>	Project end date for all grant award recipients

**How are applications ranked & funded?**

The FFP grant program ranks and funds grants by category priority and is done as follows:

- All eligible grant applications are sorted by score and then by the highest priority category possible out of those listed below.

PRIORITY ORDER #	CATEGORY
1	PPE (Personal Protective Equipment)
2	Forest Fire Training
3	Forest Fire Prevention
4	Tools/dry hydrants
5	Communications
6	Mapping
7	Vehicles

- Grants are awarded to all eligible projects within a priority category so long as the category can be funded fully. Funds are awarded to all PPE category applicants first, all forest fire training applicants second, and so forth.
- When there is not enough money to fund fully a category, the score determined for each applicant in Part 3 or Part 4 of the grant application is used to determine which applicants receive the money within that category in which the funds run out. For example, those with a score of 50 will get first priority within that category, a score of 40 will get second priority, and so forth until a particular score cannot be funded fully. When this happens, a *lottery drawing* will be held to determine which applicants within that score receive grant funds for that particular category. (To better illustrate this scenario ~ All applications requesting funds in the communications category cannot be funded fully but those applicants with a score of 50 points can be fully funded and are. However, all applicants with a score of 40 points cannot be funded fully, so a lottery drawing is held to determine which applicants with a score of 40 points will receive the remaining funds for the communications category.)

### How were FFP funds distributed last year?

To give you an idea of the FFP category requests received and the FFP grant funds awarded during the last funding cycle, a summary is provided below:

FFP Category	FFP Requests Received	FFP Grant Funds Awarded
PPE/Personal Protective Equipment	\$ 487,478.00	\$ 243,739.00
Forest Fire Training	\$ 34,143.00	\$ 17,071.00
Forest Fire Prevention	\$ 29,597.00	\$ 12,768.00
Suppression Tools	\$ 643,075.00	\$ 319,478.00
Communications Equipment	\$ 553,034.00	\$ 207,647.00
Mapping	\$ 34,542.00	\$0
Vehicles	\$ 387,714.00	\$0
<b>Totals</b>	\$ 2,169,583.00	\$ 800,703.00

### What is the Fire Response Unit (FRU) map for?

A DNR Fire Response Units (FRU) map is included for your use in filling out the application. This map will help:

- **all applicants** determine DNR Region (application, Part 1)
- **individual fire departments** determine their Fire Response Unit (application, Part 3)
- **county/area fire associations** to determine if member fire departments serve a CO-OP or organized protection area (application, Part 4)

### What else do I need to know?

- ◆ An additional 10 points will be added to an eligible applicant's score if it **did not** receive a FFP grant during the last grant cycle.
- ◆ A fire department or county/area fire association that had its FY2005 FFP grant canceled is not eligible to apply for or receive a grant in this grant cycle, unless notified otherwise.

#### ◆ Dry Hydrants/Water Points

The categories of "Forest Fire Suppression Tools, Equipment, Supplies and Materials" and "Dry Hydrants (Water Points)" including related materials will be treated as one category for priority purposes. They are split on the application form for federal reporting purposes. It should be noted that if your organization receives funds for dry hydrant installation, appropriate documentation (exemption letter, permit approval, or landowner letter) will be required before reimbursement payment is authorized. To learn more about what is needed in order to apply for a dry hydrant, visit DNR's website: <http://dnr.wi.gov/org/water/fhp/waterway/dryhydrants.shtml>

#### ◆ Ordering from the Neil H. LeMay Forestry Center in Tomahawk, Wisconsin

The Neil H. LeMay Forestry Center, also known as the Tomahawk Equipment and Training Center, is a state facility in Tomahawk that builds and supplies fire control and forestry equipment to the DNR and not-for-profit fire departments. Since it can order in bulk quantities, fire departments can purchase the equipment at the state's rate and can also void having to follow bid/procurement guidelines, since this has already been done by the DNR. More information can be found at the DNR website: <http://dnr.wi.gov/org/land/forestry/Fire/firedept.htm> You can view a list of the most-often-ordered items by grant recipients at this site...cursor down to *The LeMay Center* and click on *The catalog* (it should be noted that prices in this catalog are subject to change). **Work with your local DNR Forester/Ranger if you pursue purchases from this facility.**

#### ◆ DNR's Fire Department Advisory Council (FDAC)

This DNR-appointed Council consists of representatives from Wisconsin's fire service community and offers grassroots guidance to the Division of Forestry on the direction and structure of its forest fire protection organization, operations, and grant programs. The Co-Chair of the Council is the DNR Cooperative Forest Fire Specialist, who is also a member of a volunteer fire department. As council members, they advise the Department on funding issues for the FFP & VFA grant programs, recommend ranking and scoring guidelines for fire

suppression grants, and work with DNR staff to develop policy and guidance for the DNR fire suppression grant program. A membership list is included for your reference.

♦ **Fire Department Wildland Training for Cooperative Areas ~ New & Free**

Instructors are now available to teach an 8-hour DNR course, "Introduction to Wildland Fire Suppression for Wisconsin Fire Departments". This course, funded by the Division of Forestry, is designed to offer firefighters the information they need to safely suppress wildland fires in Wisconsin. A broader range of wildland fire topics is also available as requested by fire departments to meet their needs and time constraints. If your fire department is interested in this **free** wildland fire training, **make sure you mark "Yes" to this question on the application form in Part 1**. Questions about this valuable training can also be directed to Chris Klahn, Cooperative Forest Fire Specialist (contact information below).

**If I need assistance with this application, how do I get help?**

- ❖ We encourage you to contact your **local DNR Forester/Ranger** if you have any questions about this grant program or need assistance in completing the application. If you need help in identifying who the local DNR contact is, a list of **DNR Public Contacts for Fire Departments** grants is enclosed ~~ just find your county and the person identified can help you! You can also visit DNR's automated staff directory:

<http://dnr.wi.gov/staffdir/SearchSubj.asp> ~~ Instructions to conduct your search:

- Enter "**fire grants**" in the SEARCH field;
- Under REFINER YOUR SEARCH: **click** on drop down menu; **click** on your county;
- **Click** on the SEARCH button.

- ❖ DNR's **FFP & VFA grant program managers** are also ready to assist you!

**DNR ~~ FFP/VFA Program Contacts:**

Eileen Trainor, FFP Grant Manager	608-267-0848
Kathy Wells, FFP Grant Assistant	608-266-0918
Christopher Klahn, Cooperative Forest Fire Specialist	608-297-2214 or 608-516-7280

- ❖ You can also get more information by visiting the DNR website:

<http://dnr.wi.gov/org/caer/cfa/LR/ffp/grants.html>



**Don't Forget!**

**A complete application consists of the following:**

- ✓ **A fully complete, signed and dated application form, 4300-119**
- ✓ **An itemized list (the list must include quantities to be purchased, individual prices of all items, and any applicable descriptions) of PPE, forest fire training and prevention, tools/dry hydrants, communication equipment, mapping, and vehicles that will be purchased with grant funds or local matching funds.**
- ✓ **A list of all fire departments in the county/area fire association (applies to county/area fire association applicants only).** The list shall identify which fire departments serve DNR organized fire control areas (not required if an application was previously submitted and approved)
- ✓ **A copy of constitution & by-laws** (applies to first-time county/area fire association applicants only)

**MAIL** the application to the following address: **FFP/VFA Grant Manager – CF/8**  
**PO Box 7921**  
**Madison, WI 53707-7921**

**✍Remember✍**: Applications must be **postmarked no later than 7/1/05**  
A late and/or incomplete application will not be accepted and will be returned to the applicant.